

SKILLS

Skills that Employers Want

By Apprentice Worldwide

In the ever-changing world of technology and fast-paced communications, employers look for skills in their new hires that prove they can keep up with the demands of the business. Job specific skills can often be taught after being hired, but the qualities most valued by employers are those that will benefit any position, from entry level to management.

The ability to adapt to the needs of a job and work well in various environments are more important than traits of a good work ethic from years ago. What are the qualities that are needed beyond being a hard-working, responsible, trustworthy people-person?

Highlight these traits in an interview and maintain them while working in order to become a valued employee.

Positive Attitude

Maintaining a positive attitude and willingness to do whatever work is necessary will impress an employer. Be willing to jump in and help wherever it is needed, encourage and support coworkers, and believe in the greater purpose of the company. Avoid gossip, negativity, and complaints. Your attitude will be recognized and rewarded.

Leadership Qualities

A willingness to take charge, an ability to work with a diverse group of people, and a commitment to honesty and loyalty to the company are all qualities of a strong leader. A leader is not bossy but knows how to inspire others to perform their best.

Problem Solver

If there is a problem in your department or an area that can be improved, think of a solution. Bosses value employees that take the initiative and handle situations or make improvements on their own.

Self-Awareness

Nobody is perfect. Know your areas of strength and weakness. Highlight your strengths and use them to benefit the business. Work on improving your weaknesses. Recognize and admit when you need assistance and be willing to accept help.

Passion

No matter what the job, when you truly believe in the company's mission and are passionate about what you do, you work harder and are more committed; two things companies look for when offering raises and advancement. Before taking a job, know the company's mission and goals. Make sure they are something you believe in. The more connected and passionate you are about the business, the further you'll go within the company.

Communication (listening, verbal & written)

Good communication starts with being a good listener. If you are shy or feel your written communication skills need work, that's ok. Start with being a good listener, take notes, ask questions and get

clarification. Actively work to build your verbal and written communication skills. Being able to listen, speak and write effectively will carry you far in any job.

In very general terms, employers want to hire people that are likeable and make their jobs easier. They want people who can take charge, add value to the organization, and work well with other employees.



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